

Guest Outreach Exercise

Customize this template as a way to reach out to potential interview guests.

Sample Email for Guest Outreach

You can also shorten this if your only method of reaching out is via a contact form.

Hello _____,

My name is _____ and I am looking for experts to feature on my podcast, _____. You would be the perfect guest because _____. My audience is _____ and your expertise would greatly benefit them because _____.

Does this sound like a good fit for you?

A little about me: [INSERT YOUR BIO HERE]

I generally record on _____ and publish every _____.

Here is a link to my calendar to book a recording date, OR I'd be happy to chat more about being a guest via phone or Zoom. Choose a date/time that works best with your schedule.

[INSERT CALENDAR LINK HERE]

I look forward to hearing from you!

[INSERT SIGNATURE & SOCIAL LINKS HERE]

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Write your own personalized guest outreach.

Create Your Own Email for Guest Outreach Format